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## DOC 1996-08 Sabbatical Policy

University of Dayton. Faculty Affairs Committee

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### Recommended Citation

University of Dayton. Faculty Affairs Committee, "DOC 1996-08 Sabbatical Policy" (1996). *Senate Documents*. 113.

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**PROPOSAL TO THE ACADEMIC SENATE**

TITLE Sabbatical Policy

SUBMITTED BY Faculty Affairs Committee

DATE December, 1996

ACTION IS: Concurrence

REFERENCE IS: Faculty Handbook, p. 188

**DESCRIPTION OF PROPOSAL:**

The proposal provides for including previous sabbatical leave reports in sabbatical applications/plans. It also provides that the departmental review committee receive a report after a sabbatical is completed. The committee is to assess the sabbatical outcomes.

To: John Geiger  
From: George Miner *GRM*  
Date: November 27, 1996  
Re: Proposed Revision in Sabbatical Leave Policy

Enclosed is a copy of a proposed policy change on Sabbaticals. It was approved by the Faculty Affairs Committee by a vote of 8-0-0. If the Executive Committee approves, it is ready to go to the Senate.

The committee made two changes in the document forwarded to us by the Faculty Development Committee. First, the written assessment of the final report was changed from the Office of the Provost to the Departmental Review Committee. The committee felt that a better assessment could be made closer to the point of activity. Second, a footnote was inserted in II B 1 to the effect that the written assessment need be submitted only on sabbaticals taken after 7-1-96 since there have been no assessments prepared up to now.

Do you think that the Faculty Development Committee should be consulted on these changes?

From the Faculty Handbook page 188; Proposed changes in bold caps.  
Approved by the Faculty Affairs Committee November 20, 1996 by a vote of 8-0-0.

## II. SABBATICAL PERIODS, PLANS, APPOINTMENTS, REPORTS

- A. Term: Sabbatical leaves shall commence on either August 15 or January 1 of an academic year, and shall terminate on either the following December 31 or May 15 of the same academic year. Periods of summer recess preceding or following a period of sabbatical leave shall not be deemed a formal part of the sabbatical period.
- B. Plans:
1. Eligible members listed on the Provost's annual Eligibility List desiring sabbatical leave shall prepare a sabbatical plan describing a significant program of scholarly self-development calculated to enhance the teaching or other scholarly capabilities of the faculty member and to which the faculty member proposes to devote himself or herself over substantially the entire sabbatical term. The plan shall describe, so far as is contemplated or can be determined, the place or places at which the faculty member proposes to perform the sabbatical work; the persons or organizations, if any, with whom or under whose auspices it is to be performed; any known or foreseeable contingencies which may affect the plan; anticipated sources and amount of financial support for the sabbatical work, if any;  
**INCLUDE, IF APPLICABLE, A COPY OF THE PREVIOUS SABBATICAL LEAVE REPORT ALONG WITH AN ASSESSMENT\* WHICH WAS CONDUCTED BY THE DEPARTMENTAL REVIEW COMMITTEE AS TO THE ACHIEVEMENT OF PREVIOUS SABBATICAL LEAVE OUTCOMES;** and shall include the faculty member's express understanding that, except for physical or mental disability, he or she will resume and continue regular faculty appointments and service at the University for at least one academic year following that in which the sabbatical leave is granted.
  2. The plan must be submitted to a Departmental Review Committee prior to a submission deadline, to be determined by the Provost. After the plan has received approval by the Departmental Review Committee, the Chairperson and the Dean, the Dean will notify the Associate Provost for Faculty Affairs of the approval.
  3. The purpose of the review process is to ensure that a faculty member has a sound plan. Although sabbatical plans are not intended to be judged

\* For sabbaticals taken after July 1, 1996.

competitively, in cases of funding shortage preference may be given to applicants whose plans in the judgment of the Chairperson, Dean and Provost promise most direct benefits to the University, irrespective of the seniority of the applicant.

- C. Reports: With reasonable diligence upon the close of the sabbatical leave, the faculty member shall submit to the **DEPARTMENTAL REVIEW COMMITTEE, DEPARTMENT CHAIR, DEAN, AND THE OFFICE OF THE PROVOST A SUMMARY REPORT OF THE SABBATICAL. BECAUSE THE SABBATICAL PLAN IS A CONTRACT BETWEEN THE FACULTY MEMBER AND THE UNIVERSITY, A REPORT DOCUMENTING THE PROGRESS TOWARD ACHIEVING EACH SABBATICAL PLAN OUTCOME MUST BE INCLUDED. THIS REPORT SHOULD BE SUBMITTED WITHIN 30 CALENDAR DAYS OF THE SABBATICAL COMPLETION UNLESS THIS DEADLINE IS EXTENDED BY THE PROVOST. UPON RECEIPT OF THE SABBATICAL REPORT, THE DEPARTMENTAL REVIEW COMMITTEE WILL MAKE A WRITTEN ASSESSMENT AS TO THE COMPLETION OF THE SABBATICAL PLAN OUTCOMES AND DISTRIBUTE COPIES TO THE FACULTY MEMBER, DEPARTMENT CHAIR, DEAN, AND PROVOST.**